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Approved For Release 1999/08/27 : CIA-RDP78-04691A000100070011-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer
 THRU : Executive Assistant Director, OCD
 FROM : Chief, CIA Library

DATE: 5 June 1950

SUBJECT: Recommendation C, Ad Hoc Committee on Publications Procurement

1. Reference is made to the approval of the recommendations of the Ad Hoc Committee on Publications Procurement by the Executive in memorandum dated 6 April 1950.

2. Committee Recommendation C provided for a transfer of the local covert procurement functions from Special Support Staff to CIA Library, OCD. It also recommended that the Management Officer examine the need for table of organization adjustments resulting from the transfer of function.

3. In accordance with the Committee's plan, the Library has for several months been processing its orders directly with sources prescribed by Contacts Division, OO; the use of Special Support Staff, as an intermediate office, has been discontinued. The addition of new duties to regular Order Section activities has witnessed a substantial increase in business which has naturally subtracted from the Staff's capacity to perform its other, equally pressing assignments. The need, therefore, for the execution of the recommended survey by Management is immediate.

4. It is requested that this Office be notified of the results of the Management survey at the earliest possible time.

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amount of checking required
 now is same as before
 however, out of order
 does checking - This
 requires over 1/2 man-year
 There has been about 2
 increase in covert
 procurement activities
 1950 over 1949. New channels
 are being activated which will
 further increase

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